

Sign Posting in the Blanton Building

Policies and Procedures

Blanton Sign Posting Policies

- Signs should not be posted on the doors of the Blanton building, except for Campus Alerts and Departmental Closings.
- No temporary signs should be posted in the public areas of the building.
- Signs posted in individual suites are to be maintained by suite occupants and should only be regarding SMU related activities and functions.
- Stan Stubblefield will be the only DES employee to post notices on the entry/exit doors of the Blanton Building.

Procedures for Posting Signs in the Blanton Building

- Please see Stan Stubblefield in Suite 212, at x83137, or at sstubble@smu.edu.
- Provide Stan with the information regarding departmental closings or other building related information in writing. He will need the following information: date(s), time(s) and reason for closing. For other information, send all pertinent information and a contact.
- Stan will insert information into the preset template. He will be responsible for printing the notices, as well as posting them on the doors of the Blanton Building.
- Stan will remove the notices the day following the scheduled departmental closings.
- If you find notices not printed in the template, please take them down.
- In Stan's absence, contact Damon Wilkins regarding posting of information in the Blanton Building.

Any questions or concerns regarding the posting of signs in the Blanton building should be directed to the Facility Manager, Damon Wilkins at damonw@smu.edu.